

[illegible]

# Minimal Plan Requirements

- ☐ 14 COPIES OF THE APPROVED SUBDIVISION PLAN
- ☐ 14 COPIES OF THE PROPOSED AMENDMENT TO THE SUBDIVISION PLAN

PRIOR TO COMMENCEMENT OF THE REVIEW PROCESS, THE PLANNING BOARD WILL DECIDE WHETHER SUFFICIENT INFORMATION HAS BEEN PROVIDED AND WILL VOTE ON ***DETERMINE OF COMPLETENESS***.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PRESENT A CLEAR UNDERSTANDING OF THE PROJECT.

A) Title block:

- ☐ Applicant's name and address
- ☐ Name of preparer of plans with professional information and professional seal
- ☐ Parcel's tax map identification (map – lot)
- ☐ Date of plan preparation

B) Clearly show on the plans how the subdivision (lots, parcels, tracts and or proposed development such as storm drain systems, pavement, landscaping etc.) will be amended.

C) Provide signature blocks for the Planning Board signatures.

D) Provide all associated reference material and or documentation that clarify and or supports the purpose of the proposed amendment.

E) Revisions to the boundary, internal lots and or parcels must be signed and sealed by a surveyor licensed in the State of Maine.

F) Revisions to the subdivision must be signed and sealed by a professional engineer licensed in the State of Maine.

**NOTE TO APPLICANT: PRIOR TO THE SITE WALK, TEMPORARY MARKERS MUST BE ADEQUATELY PLACED THAT ENABLE THE PLANNING BOARD TO READILY LOCATE AND APPRAISE THE LAYOUT OF DEVELOPMENT.**

**SUBMITTALS THAT THE PLANNER DEEMS SUFFICIENTLY LACKING IN CONTENT WILL NOT BE SCHEDULED FOR PLANNING BOARD REVIEW.**